

HOW TO PURCHASE MEMBERSHIP AND REGISTER FOR STUDY GROUPS

- Go to the OLLI Online Registration System (Augusoft) which can be accessed at:
<https://northwesternlli.augusoft.net>

- Click Log In/Create Account.



- This takes you to the **Sign In** page.

Sign In

Use your username and password to sign in here. Please note that the password is case sensitive.

Student

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Sign In

New Students

Click Create New Profile to create your own username, password and profile.

Create New Profile

EXISTING USERS:

If you are a current or former member and have a Profile in the system:

SIGN IN to Your Account with your Username and Password.

- Make sure the option says **Student** in the pulldown menu.
- If you have forgotten your Username or Password, click on the **Forgot Your Username?** or **Forgot Your Password?** links.

DO NOT CREATE A NEW PROFILE

NEW USERS:

If you are a new user, please create a new profile.

Click **Create New Profile** and follow the prompts

- On the Profile Creation page, select Student Profile (single user) button (it should be clicked already), click Submit.
- Fill in the necessary information for Step 1, Step 2, and Step 3 tabs.
- Click **Submit** to register your account.

If you need assistance, email olli@northwestern.edu

New Members who have created a profile and Existing Members who have signed in can now continue to **Purchase Membership**—instructions on next page.

HOW TO PURCHASE MEMBERSHIP AND REGISTER FOR STUDY GROUPS, CONT

PURCHASE MEMBERSHIP (Beginning July 31, 2023)

1. On the Welcome home page, click **BECOME A MEMBER** in the purple column on the left.
2. On the **Membership** page, select the membership option you wish to purchase from the dropdown menu.
3. You will then be led to your cart page. Continue with the prompts to check out.
 - OLLI accepts Visa, Mastercard, American Express, or Discover through the OLLI Online Registration System.

The screenshot shows the OLLI Online Registration System. At the top, there's a purple header with the OLLI logo and a photo of four people. Below the header, a sidebar on the left has a purple background with white text. Number 1 points to the 'BECOME A MEMBER' link. Number 2 points to the 'BECOME A MEMBER' link in a dropdown menu on the same sidebar. A large red circle highlights the 'BECOME A MEMBER' link in the dropdown. A red arrow points from this circle down to a 'Membership' page. This page has a purple header with 'Membership' and a 'Purchase Membership?' button. A red arrow points from the 'Purchase Membership?' button down to a 'Shopping Cart' page.

REGISTRATION (Beginning August 7, 2023):

1. **BROWSE** Study Groups by location, by day, or by subject area. Or, type a portion of the title in the **SEARCH** bar at the top right of the page.
2. For more information about a Study Group click **View Details**.
3. Once registration is open, to register for a Study Group click **Add to Cart**.
 - To register for additional Study Groups, repeat Step 1 through 3.
4. **Important:** To complete your registration click **CHECKOUT** at the top right of the screen.
5. Finish your checkout by:
 - Reviewing your selections
 - Clicking the **Agree to Refund Policy** box
 - Clicking the green **CHECKOUT** box at the bottom of the screen.

Wait for the screen that says "Your transaction has been processed successfully."

You will receive a confirmation email of your registration. **If you do not receive the confirmation email, your registration is not complete.**

The screenshot shows the OLLI Online Registration System. Number 1 points to the 'BROWSE' sidebar on the left. Number 2 points to the 'VIEW CART(0)' button at the top right. Number 3 points to the 'Add to Cart' and 'View Details' buttons on the right side of a study group listing. Number 4 points to the 'CHECKOUT' button at the top right. Number 5 points to the 'Checkout' button at the bottom of a 'Shopping Cart' page. The 'Shopping Cart' page shows a single item: '3rd Class Kit Teaching (Instructor): 1800000' with a price of '\$0.00'. There is a checkbox for 'Agree to Refund Policy' which is unchecked. The total is '\$0.00'. At the bottom, there are buttons for 'Apply Promo Code', 'Apply GIFT CODE', 'Apply Credit Card', 'Choose A MEMBER CLASS', and a large green 'Checkout' button.